



**Florida Department of Highway Safety
and Motor Vehicles**
Division of Motor Vehicles
Manufactured Housing Section

PROCEDURE: MHS - 07	SUBJECT: 100% PLANT INSPECTIONS
DESCRIPTION AND USE: This procedure concerns 100% inspections of manufactured homes manufacturing plants.	

I. INTRODUCTION:

100% manufactured home plant inspections shall be initiated after administrative review as detailed in Procedure 05, item VII. In the course of performing 100% plant inspection, the compliance examiner shall make a complete inspection of every portion of every manufactured home in every phase of production. The inspection shall be made according to the approved design except when the design is not specific with respect to U.S. Department of Housing and Urban Development (HUD) standards, in which case the inspection of that aspect of the home shall be made according to the standard.

II. REQUIREMENTS AND RESPONSIBILITIES OF THE COMPLIANCE EXAMINER:

The following duties must be performed by the compliance examiner:

- A. Ensure that every portion of all homes produced are inspected and that all portions of homes are built in compliance with the approved design.
- B. Ensure that quality control (QC) personnel in the plant are performing in compliance with the approved Quality Assurance (QA) Manual.
- C. Ensure that all portions of the homes comply with the HUD standards when it has been determined that the approved designs are not specific with regard to these standards.

*Revisions to this procedure: **Attachment A** revised 01/16. **Section IV**, changed from by the MHS manager to MHS Section Supervisor. Change made to HSMV-81013(rev. 04/2011) to HSMV-81013(07/16/14) that instead of 5 units being check increased to 10 units being checked.*

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- D. Completely fill out form HSMV-81010 (see **Attachment A on page 4**) and, if applicable, form HSMV-81009 (see **Attachment B on page 6**) each day an inspection is made using the following procedure:
1. Describe any violations on form HSMV-81010 and form HSMV-81009, if applicable, and reference the specific sections of the HUD standards, designs and CCI number that have been violated.
 2. Completely describe the corrective action(s) taken by the manufacturer to correct the violation(s). If the violation(s) have not been corrected at the completion of the inspection, the home(s) containing the violation(s) must be red tagged and recorded on form HSMV-81010. After the red tag has been cleared, record the red tag number and corrective action on form HSMV-81010.
 3. Any portion of the approved design, approved QA Manual or standards that the compliance examiner does not understand must be brought to the attention of the program supervisor. If the program supervisor and compliance examiner determine that a violation to the standards exist in the Design Approval Primary Inspection Agency (DAPIA) design approval, the violation is to be noted on forms HSMV-81010 and HSMV-81009 with reference to the design.
 4. Systems of control violations are to also be recorded on forms HSMV-81010 and HSMV-81009 with the appropriate QA Manual reference when any of the QA Manual is not being completely applied and shall be discussed with the program supervisor. The program supervisor and compliance examiner shall then discuss these violations with the plant's general manager or his or her designee to find out the corrective action and time that the corrections will be completed.

III. REQUIREMENTS OF THE PROGRAM SUPERVISOR:

The following duties must be performed by the program supervisor:

- A. Ensure that the compliance examiner assigned to the manufactured home plant where 100% inspection is being applied has ample time to make the necessary inspection by rescheduling and reassigning the compliance examiners normal workload to other compliance examiners.
- B. Ensure that the compliance examiner is inspecting 100% by:
 1. Assisting the compliance examiner periodically during plant inspection.
 2. Reviewing the compliance examiner's findings with him or her.
- C. Ensure that systems of control problems are resolved and proper follow-up action has been taken by review of form HSMV-81009 and form HSMV-81013, if applicable (see **Attachment C on page 8**).

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IV. REQUIREMENTS AND RESPONSIBILITIES OF THE MANUFACTURED HOUSING SECTION (MHS) ENGINEER:

The following duties must be performed by the MHS engineer or other person designated by the MHS Section Supervisor:

- A. Make the necessary determination as to the overall performance of the manufacturer by doing the following:
 - 1. Review the compliance examiner's HSMV-81010 and HSMV-81009 reports.
 - 2. Review the inspection reports to ensure that all required corrective action(s) and follow-up are handled in a timely manner.
 - 3. Check the follow-up on systems of control problems to assist the program supervisor in properly resolving all problems.

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ATTACHMENT A

FLORIDA MANUFACTURER'S INSPECTION REPORT

IPIA's REPORT # _____

MFR. _____ DATE _____

List Below in Sequential Order the ID # of Each Unit Inspected

ID #	Station	ID #	Station	ID #	Station	ID #	Station

HUD LABEL # _____ ID # _____ ☐ PRINTS ☐ APPLIANCES

Testing Required By The Standard

ID #	Plumbing	ID #	Gas System	ID #	Electrical
	Fixture		Before Appl Conn		Continuity
	Tub/Shower		After Appl Conn		Operational
	Drainage/Vent		Egress Window		Dielectric
	Water System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Material Storage		Polarity Fixture
NEW/UPDATE CERT.					Polarity Receptacle
SUBJECT			DRAWING PRT #	MODEL #	APPROVAL DATE
COMMENTS:					

Station description and process shall be recorded to comply with the DAPIA approved Q.A. Manual.

NOTICE:

Noted in this report are violations to the Federal Manufactured Home Construction and Safety Standards found by Florida Manufactured Housing Section Personnel while conducting an inspection in this plant on the date listed below.

In order for you to sell or offer for sale mobile homes, you must comply with Title VI, Section 601 of the National Manufactured Home Construction and Safety Standards Act of 1974. All violations must be corrected immediately. **Homes that are red tagged WILL REQUIRE a re-inspection before red tags can be removed and the mobile homes shipped.**

Time In _____ Out _____

Time In _____ Out _____

Travel Time To: _____ From _____

Total Time _____

Q.C.'s SIGNATURE _____ DATE _____

SUPERVISOR REVIEW _____ DATE _____

HSMV-81010 (Rev. 01/16)

Manual/Plan Review Time _____

Total HUD M.H. Insp. Time _____

All homes have been inspected today in at least one phase of production and are in compliance with DAPIA/HUD and QA Manual. Except for items stated on reverse side.

INSPECTOR'S SIGNATURE _____ DATE _____

Revised 01/05/16

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**ATTACHMENT B
FLORIDA MANUFACTURER'S INSPECTION SUPPLEMENT REPORT**

PLANT: _____

DATE OF INSP.: _____

INSP. REPORT NO.: _____

DUE DATE: _____

1. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ☐ ACCEPT ☐ REJECT IPIA SIGNATURE _____

2. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ☐ ACCEPT ☐ REJECT IPIA SIGNATURE _____

COMMENTS: _____

Signature: Plant Management _____ Date _____

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3. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ☐ ACCEPT ☐ REJECT IPIA SIGNATURE _____

4. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ☐ ACCEPT ☐ REJECT IPIA SIGNATURE _____

5. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ☐ ACCEPT ☐ REJECT IPIA SIGNATURE _____

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ATTACHMENT C
STATE OF FLORIDA
Non-Conformance Class Search
Subpart I, 24 CFR Part 3282
DIVISION OF MOTOR VEHICLES
Manufactured Housing Section

Manufacturer: _____ Address: _____ Consumer: _____ Address: _____ Dealer: _____ Address: _____	Date: _____ Serial #: _____ HUD Label #: _____ RE: _____
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Please provide the following information in accordance to Section 3282.404 of the Manufactured Home Procedural and Enforcement Regulations.

1. Date complaint or inspection report was received. _____
2. Date inspection or investigation was completed. _____
3. Name of Person who made the inspection/investigation. _____
4. What criteria or method was used to determine the number of homes affected?
(List model serial numbers as applicable.) _____
5. Is more than one home effected? Yes / No If yes, attach a list of the affected homes, including name, address and telephone numbers of owners. _____
6. Non-compliance: ____ Defect ____ Serious Defect ____ Faulty Materials ____ Workmanship
7. Non-conformance(s) was/were caused by ____ Design ____ Faulty Materials ____ Workmanship
8. Is notification required? Yes / No Or Correction required? Yes / No
9. Explain what action(s) was/were taken on each failure to conform. _____
10. Date of completion for all required actions (notification and/or corrections). _____

I (manufacturer's representative) certify that the above information is true and complete to the best of my Knowledge. I certify that all required notifications and/or repairs have been completed, in full conformance to The Manufactured Housing Construction and Safety Standards, 24 CFR Part 3282, Subpart I.

_____ Manufacturer's Representative/Title	_____ Date
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I concur with the method used by the manufacturer to determine class of homes.

_____ IPIA Representative	_____ Date
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